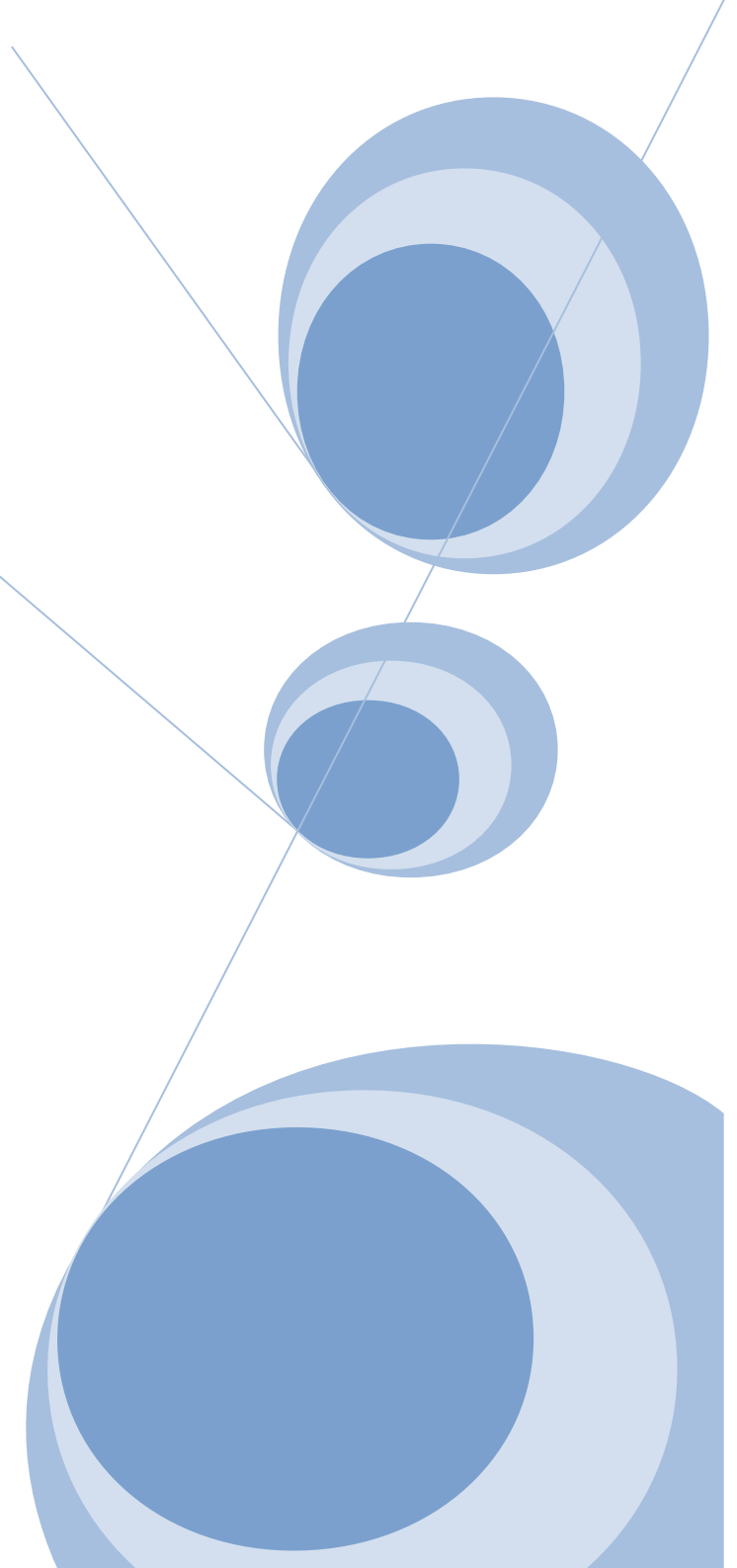


REF- Q:I1

Skills and Knowledge For the Future Inc. Implementation Plan - Positive Alternatives for Pregnancy and Parenting Grant

About the Implementation Plan

This document outlines the list of tasks and milestones, required to implement the Positive Alternatives for Pregnancy and Parenting Grant Program for a period of one year.



Month	Description of Tasks	Milestones
October/November 16	<ul style="list-style-type: none"> • Meeting with DPH • Inform providers of the availability of the grant award • Disseminate draft & final SLA/MOU and DPH application within 10 days of grant notification • Assessment of DPH applications • Marketing activity for grant program to identified service providers • Meetings with service providers • Marketing activity for service users and recruitment of service users 	<ul style="list-style-type: none"> • Evidence of completed provider application and graded assessment forms • Evidence of notification letters of acceptance or denial to service providers • Completed DPH application assessment form • Evidence of marketing activity • Audit of provider application by DPH • Minutes of meetings - DPH and service providers • Evidence of flyers electronic marketing resources • Evidence of service providers SLA/MOU

		<ul style="list-style-type: none"> • Submission of monthly monitoring report and invoice on the 15th day of the month
December 16	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Agency evaluation meeting - devise evaluation plan and review progress and outcome • Service providers support and compliance meeting 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers and Agency • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month
January 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Agency evaluation meeting - review progress and outcomes • Service providers support and compliance meeting • Delivery of service - Parenting and Nutritional Education Program (Program 1) - Management 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month

	Agency	<ul style="list-style-type: none"> • Submission of quarterly report
February 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Agency evaluation meeting - review progress and outcomes • Service providers support and compliance meeting • Delivery of service - Parenting and Nutritional Education Program (Program 1) – Management Agency 	<ul style="list-style-type: none"> • Minutes of meeting - Service Providers • Minutes of meeting – Agency Evaluation Meeting • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month
March 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Agency evaluation meeting - review progress and outcomes • Service providers support and compliance meeting 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers • Service providers monthly reports • Submission of monthly monitoring report and invoice

	<ul style="list-style-type: none"> • Delivery of service - Parenting and Nutritional Education Program (Program 2) – Management Agency 	on the 15 th day of the month
April 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Agency evaluation meeting - review progress and outcomes • Service providers support and compliance meeting • Delivery of service - Parenting and Nutritional Education Program (Program 2) – Management Agency 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month • Submission of quarterly report
May 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Agency evaluation meeting - review progress and outcomes • Service providers support and compliance meeting • Delivery of service - Parenting and Nutritional Education Program (Program 3) – Management 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month

	Agency	
June 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Service providers support and compliance meeting • Agency evaluation meeting - review progress and outcomes • Delivery of service - Parenting and Nutritional Education Program (Program 3) – Management Agency 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month
July 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Service providers support and compliance meeting • Agency evaluation meeting - review progress and outcomes • Delivery of service - Parenting and Nutritional Education Program (Program 4) – Management Agency 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month • Submission of quarterly report

August 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Service providers support and compliance meeting • Agency evaluation meeting - review progress and outcomes • Delivery of service - Parenting and Nutritional Education Program (Program 4) - Management Agency 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month
September 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers • Service providers support and compliance meeting • Agency evaluation meeting - review progress and outcomes • Delivery of service - Parenting and Nutritional Education Program (Program 5) - Management Agency 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month
October 17	<ul style="list-style-type: none"> • Marketing and recruitment of service users - Outreach Community Development Workers 	<ul style="list-style-type: none"> • Minutes of meetings - Service Providers • Service providers monthly

	<ul style="list-style-type: none"> • Service providers support and compliance meeting • Agency evaluation meeting - review progress and outcomes • Delivery of service - Parenting and Nutritional Education Program (Program 5) – Management Agency 	<p>reports</p> <ul style="list-style-type: none"> • Submission of monthly monitoring report and invoice on the 15th day of the month • Submission of quarterly report
November 17	<ul style="list-style-type: none"> • Service providers evaluation meeting • Review and analyse qualitative data • Devise and complete end of grant program annual report 	<ul style="list-style-type: none"> • Minutes of meeting and evidence of qualitative data • Service providers monthly reports • Submission of monthly monitoring report and invoice on the 15th day of the month • Disseminate end of grant program annual report